

LA SALLE  
COLLEGE



BULLETIN



EVENING DIVISION

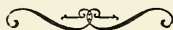


1950-51

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# *La Salle College*

## EVENING DIVISION BULLETIN



Volume XXXI, Number 2

1950-1951 ANNOUNCEMENT

*Philadelphia 41, Pennsylvania*

Main Entrance  
College Hall







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# La Salle College

## EVENING DIVISION BULLETIN



*Conducted by the Brothers  
of the Christian Schools*

1950-1951

*Philadelphia 41, Pennsylvania*



## CALENDAR

### FALL TERM (1950-51)

Registration, 7:00 to 9:00 P.M. ....	Monday	August	28
	to Friday	September	8
Classes begin, 7:00 P.M. ....	Monday	September	11
Feast of All-Saints—Holiday .....	Wednesday	November	1
Mid-Term Examinations .....	Monday	November	13
	to Friday	November	17
Thanksgiving Day—Holiday .....	Thursday	November	23
Feast of the Immaculate Conception— Holiday .....	Friday	December	8
Christmas Recess begins, 10:05 P.M. ....	Friday	December	15
Christmas Recess ends, 7:00 P.M. ....	Tuesday	January	2
Fall Term Examinations, 7:00 to 10:00 P.M. ....	Monday	January	22
	to Friday	January	26

### SPRING TERM (1951)

Registration, 7:00 to 9:00 P.M. ....	Monday	January	29
	to Friday	February	2
Classes begin, 7:00 P.M. ....	Monday	February	5
President's Day—Holiday .....	Monday	March	19
Easter Recess begins, 10:05 P.M. ....	Tuesday	March	20
Easter Recess ends, 7:00 P.M. ....	Thursday	March	29
Mid-Term Examinations .....	Monday	April	9
	to Friday	April	13
Feast of the Ascension—Holiday .....	Thursday	May	3
Founder's Day—Holiday .....	Tuesday	May	15
Memorial Day—Holiday .....	Wednesday	May	30
Spring Term Examinations .....	Monday	June	11
	to Friday	June	15
Commencement .....	Wednesday	June	13

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## GENERAL INFORMATION

### HISTORY OF THE COLLEGE

In 1863, eighteen years after the Christian Brothers first came to the United States, the development of Catholic education in the Diocese of Philadelphia had created the need for a Catholic college within the limits of the city. To that end, a group of eminent priests and laymen, led by the Most Reverend James Frederick Wood, later Archbishop of Philadelphia, obtained a charter for the incorporation of La Salle College from the Legislature of the Commonwealth of Pennsylvania. The Christian Brothers' Academy, which had been organized during the previous year as a part of St. Michael's parochial school, became the nucleus of the new college.

By 1929, when it was moved to its present site, the College had already outgrown three previous locations. And almost as soon as the College and Faculty buildings were occupied, ground was broken for the gymnasium, which was ready for use early in 1930.

Since then the continued growth of the academic and athletic programs of the College has necessitated additional facilities. These include McCarthy Stadium, built in 1937 and named for John A. McCarthy, a generous benefactor of the College; McShain Hall, dedicated in 1940 and named for John McShain, another generous benefactor; Leonard Hall, the student union building, completed in 1947 and named for Brother Gervald Leonard, whose devoted service to the men of La Salle College has endeared his memory to all who knew him; and Benilde Hall, a new building with facilities for nine classrooms and offices for members of the faculty. It is named for Blessed Brother Benildus, the second Christian Brother whom the Holy See has seen fit to consider for canonization.

Thus, since its inception, La Salle College has grown steadily in order to meet the demands for modern Christian education, especially during these last few years when so many veterans have taken advantage of the opportunity to obtain or complete their college education.

## STATEMENT OF AIMS

La Salle College recognizes that its ultimate aim is that of Catholic education in general; namely, the development of personality in the light of the cultural and intellectual heritage of the past and as befits the spiritual dignity of man under the direction of the ideals of Christ. The program of studies is so ordered as to provide a liberal education. The faculty hopes to bring about the combined development of the moral and intellectual powers of its students; to cultivate intellectual excellence in accordance with the principles of Catholic philosophy; to emphasize Christian morality as the vital force in character formation and the animating principle of sound citizenship.

The Evening Division endeavors, more specifically, to further the aims of the College by offering to those who are properly qualified an opportunity to pursue a thorough and systematic course of study leading to the Degree of Bachelor of Science in the field of Business Administration. The curricula are not restricted to courses which serve to provide an informational background and technical training necessary for a successful career in business, but also include those which are designed to inculcate an appreciation of a liberal culture. A happy blending of the Christian philosophy of how to live with the sound Christian principles of how to earn a living is the objective towards which the faculty of the Evening Division strives to direct the students.

## THE COLLEGE LIBRARY

The La Salle College Library, containing well over 30,000 volumes and extensive files of selected periodicals to serve the students in their collateral reading and research work, is located on the first floor of College Hall. The Commerce Division is unusually inclusive. Leading books on accounting, economics, finance, industry, insurance, marketing, and statistics are available both for reference and for circulation.

All faculty members and all properly enrolled students of the

College are entitled to use the Library facilities. In order to provide for the Evening Division student's needs, the Library will be open continuously from 8:30 A.M. to 9:00 P.M., Monday, Tuesday, and Thursday evenings, and from 8:30 A.M. to 12:00 noon on Saturdays during the school year.

A new Library building, to be dedicated in the Spring of 1951, will provide space for enlarging the book collection to more than 100,000 volumes, in addition to providing greatly enlarged study facilities for students.

## ADMISSION TO THE EVENING DIVISION

### ADMISSION PROCEDURE

#### *General*

The Evening Division admits to the first year class, applicants who, in the opinion of the Committee on Admissions, are qualified to profit by the educational program of the school. Consideration shall be given not only to scholastic ability, but also to the character of the applicant and the interest which he manifests in the entire program of the school.

#### *Admission Period*

Entering students will be accepted for the Fall and Spring Terms beginning in September and in February. A prospective student should file his formal application well in advance of the opening date of the term which he wishes to enter. The proper application forms may be obtained from the office of the Director of the Evening Division, La Salle College, Philadelphia 41, Pa.

#### *Classification of Students*

Male students only are admitted, according to their qualifications, to the following groups:

1. Candidates for the degree of Bachelor of Science in the field of Business Administration.
2. Students working for a Certificate of Proficiency in Accounting or Business Administration.
3. Special students, not candidates for a degree or a certificate of proficiency, who seek advance knowledge in a specific topic.



## ADMISSION REQUIREMENTS

*Candidate for Degree*

To qualify for admission as a candidate for the degree of Bachelor of Science, the prospective student must be acceptable to the Committee on Admissions, and his scholastic entrance requirements must comprise the completion of fifteen units of work in an accredited senior high school.

The student who wishes to enter the La Salle College Evening Division should write to the Office of the Director for an application blank and a form on which his high school record is to be submitted; the latter is to be mailed directly from the office of the high school principal.

The high school record must show satisfactory attainment in fifteen units of study. Of these fifteen units, at least nine should be made up of the following:

History .....	1 unit
English .....	3 units
Algebra .....	1 unit
Plane Geometry .....	1 unit
Foreign Language .....	2 units
Natural Science .....	1 unit

The remaining six units may be from the following subjects: Biology, Chemistry, Civics, Economics, General Science, History, Drawing, Manual Training, Bookkeeping, Stenography and Commercial Law. Entrance credit is not allowed in subjects such as typing, penmanship and physical education.

*Certificate of Proficiency*

Applicants who have reached their twenty-first year and who have had sufficient business experience to warrant their carrying on the work will be admitted to the school upon the recommendation of the Faculty Interviewer. It is recommended that applicants who have not reached their twenty-first year be a graduate of an approved senior high school.

*Special Students*

Special Students are candidates for neither the degree of Bachelor of Science nor for the Certificate of Proficiency but are admitted on the

same general basis as candidates for the latter. They need follow no established program of study nor are they subject to course prerequisite requirements, but may enroll for courses in any field in which they desire to increase their knowledge.

Both Certificate and Special Students who either have not presented their scholastic entrance credentials or whose credentials do not meet the requirements for admission as a degree candidate must satisfy the Committee on Admissions that they are able to carry their courses with profit. If a student has in mind, even remotely, the possibility of working for a degree and if he has not fulfilled the entrance requirements, he should consult with the Director of the Evening Division before starting his certificate or special course work.

### *Admission of Veterans*

Veterans are admitted to the first year class on the same general basis as non-veterans. However, due weight is given to the prospective student's military experience, which may be sufficient to overcome deficiencies in his high school record. The veteran follows the same application procedure as the non-veteran, but must submit, in addition, a certificate of eligibility from the Veterans Administration.

The deadline for most veterans starting a course of education is July 25, 1951. The G.I. bill provides generally that training must be initiated by July 25, 1951, or four years after a veteran's discharge, whichever is later; and it must be completed by July 25, 1956. Most veterans are subject to the 1951 and 1956 cut-off dates, but there are the following exceptions:

1. Veterans discharged after July 25, 1947, have four years from date of discharge in which to begin G.I. bill training. However, they must finish by June 25, 1956.

2. Veterans who enlisted or re-enlisted under the Armed Forces Voluntary Recruitment Act (between October 6, 1945, and October 5, 1946) are not bound by either deadline. Instead, they have four years from the end of that enlistment or re-enlistment period in which to start, and nine years from that time in which to complete their course of training.

### *Admission with Advanced Standing*

The La Salle College Evening Division will admit a student who has attended another college provided that his scholastic record

is satisfactory in every respect. A student desiring to transfer to La Salle from another college follows the same general procedure as an entering first year man, except that a transcript of his previous college work must be submitted with his application. No credit will be allowed for non-quality point grades nor for less than a year's work in the case of a two-term course. Credit will be allowed only for those courses which correspond to the curriculum of the Evening Division. Veteran applicants shall be allowed advanced standing for courses pursued during the period of military training, provided that these courses approximate the content of the courses offered by the Evening Division and are not of a vocational or technical nature. All transfer students must comply with the Evening Division Residence Requirements.

### *Residence Requirements*

Every candidate for the degree of Bachelor of Science or for the Certificate of Proficiency must fulfill the residence requirement of satisfactorily completing 48 consecutive semester credit hours of work in the Evening Division of La Salle College immediately preceding the date of his graduation, with the further provision that at least 16 of these credits be in the candidate's major field.

### *The Scholastic Year*

The scholastic year of 1950-51, comprising thirty-six weeks, exclusive of vacations, will begin September 11, 1950 and end June 15, 1951. Evening Division students must attend four forty-five minute periods per subject per week for thirty-six weeks, which is the time equivalent of a standard scholastic year of thirty-two weeks.

## REGISTRATION

### *General*

Students shall register for each term in accordance with the registration schedule as set forth on the official calendar shown on page 2 of this bulletin.

Registration after the scheduled time must be approved by the Office of the Director and shall, if approved, be considered as a late registration subject to a fee.

The rostering of courses shall be done under the direction of the Director of the Evening Division or of the Course Advisers.

No student is officially enrolled in any course until he has given the instructor a course card stamped by the Bursar's Office. The Bursar's Office will be open Monday through Friday evenings from 7:00 to 9:30 P.M. during the regular registration period. It is the obligation of the student to obtain the Bursar's receipt for admittance into class.

### ROSTER HOUR REQUIREMENT

Candidates for the degree of Bachelor of Science are required to carry the full roster in course of twelve (12) semester hours of credit per term.

Candidates for the Certificate of Proficiency must carry a minimum of eight (8) semester hours of credit per term.

Under no circumstances will an Evening Division student be permitted to carry more than fifteen semester hours of credit.

Any deviation from the above regulations must be approved by the Office of the Director.

### CHANGE IN COURSE

Students are advised not to deviate from the curriculum of their major field of study. If changes are desired, written permission must be obtained from the Office of the Director.

A change in courses may not be made after the completion of the second week of class.

Any student who drops a course without the permission of the Director will be given a failure in the course.

### ATTENDANCE

Students are expected to attend all sessions of the classes in which they are registered. Attendance will be checked from the first meeting of the class, regardless of the date on which the class card is presented. No absences will be officially excused. To provide for illnesses and legitimate engagements the student is permitted a certain number of absences (cuts) within the limits of a given term. It should be clearly understood that the absences allowed are for cases of emergency. Cuts taken for occasions other than emergencies may be costly. The number of absences permitted in each term

equals twice the number of class periods taken per week in each course. If, for instance, a class meets four times a week, the student is allowed eight absences per term for that course. Your attention is directed to the fact that all Evening Division course sessions are two periods in length per evening.

A student who is absent to excess shall be dropped from the class roll and shall be given a grade of "F." Cumulative absences of more than two weeks in any course shall be regarded as excessive. All legitimate absences should be reported as such to the various instructors. At the discretion of the instructor, students may be allowed to make up omitted work caused by absences.

### EXAMINATIONS

The last week of each term is set apart for final examinations. The Evening Division reserves the right to extend the examination time beyond the period of one week. Where an extension is necessary, the student body shall be notified well in advance of the examinations. Other examinations are given at the mid-term and also at the discretion of the instructor.

Final examinations are conducted only during the regularly scheduled period.

No credit will be given for any subject until the final examination is successfully passed.

Any student who, because of serious illness or of unavoidable absence from town on business, is unable to take the final examination as scheduled must apply at the Office of the Director at least one week before the scheduled examination for permission to take a make-up examination. Make-up examinations are subject to a fee.

Evening Division students should make no outside engagements during the whole examination period.

### DEFICIENCIES

No condition or re-examinations are given. To remove an "incomplete," a student must complete his work under the supervision of his instructor. He should not receive a grade higher than C unless he presents reasons which indicate that the cause of the incompleteness was beyond his control. A student whose final grade in a course is F must repeat the course. No student will be graduated with an F grade on his record.



## GRADES

A progress report on each student is submitted to the Office of the Director at the middle of each term. Permanent records are made only of the final course grades; attendance, recitations, written examinations, and the final examination are considered in determining the final course grade.

Grades are recorded in alphabetic symbols as follows: A indicates excellent work; B indicates superior work; C indicates satisfactory work; D indicates work that is inferior but of a passing grade; F indicates failure and that the course must be repeated; I indicates an incomplete program and that certain course assignments, tests, final examinations, etc., have not been performed or taken by the student; W indicates that the student withdrew from the course before the end of the term.

An average grade of C is required for graduation. To determine such average the following system is employed: The grade of A for a 4 semester credit hours course equals 12 quality points; a B grade for the same course is equal to 8 quality points. C for a 4 semester credit hours course is equal to 4 quality points. No quality points are allowed for a D grade.

The minimum requirements for the degree of Bachelor of Science in the field of Business Administration are 120 semester credit hours and 120 quality points; for the Certificate of Proficiency in Accounting or in Business Administration 64 semester credit hours and 64 quality points.

## WITHDRAWAL

A student who withdraws from the Evening Division is requested to submit a written statement to that effect to the Office of the Director. The date of filing the notice of withdrawal shall be considered in all cases, the date of actual withdrawal. A student who withdraws without notice will be given a grade of "F."

## THE COLLEGE GUIDANCE SERVICE

The College Guidance service provides a wide variety of tests and other means of measuring the aptitudes and interests of the students at La Salle so that each may take advantage of every means of resolving vocational and personal problems that may arise during his college career. The Service is administered by trained psychologists and is available to all students.

## THE COLLEGE PLACEMENT SERVICE

The College maintains a placement service for the purpose of keeping its students advised of trends and opportunities in the various fields of employment and of placing them in suitable employment at the time of graduation. The Placement Office, located in Leonard Hall, is open daily, except Saturday, from 8:30 A.M. to 5:00 P.M.

## FINANCIAL OBLIGATIONS

The Evening Division of La Salle College reserves the right to amend or add to the below listed obligations at any time and to make such changes applicable to students at present in the school as well as to new students.

Tuition and fees, as described in this section, are payable in advance for each term.

A General Fee of \$10.00 per term is charged to each student in the Evening Division for the use of the library, subscription to student publications, athletic privileges, and examination supplies.

Each student is required to complete his course registration within the period as set forth in the calendar of this bulletin. A student who fails to do so may complete his registration only with the approval of the Director and upon payment of a fee of five dollars.

A matriculation fee of five dollars is charged each student entering the Evening Division as a candidate for a Degree. The matriculation fee is payable once.

All students shall at the time of registering for each term pay a registration fee of five dollars.

All students are expected to take their examinations during the regular examination period. Students failing to do so may take the examination at a later date upon paying a fee of two dollars an examination.

The late fees and other penalties as outlined above are to defray the expenses involved and to discourage indifference toward regulations.

The cost of books and other equipment, not included under fees but procured under the facilities of the College, shall be paid at the time of purchase.

Veterans who are certified by the Veterans Administration for educational benefits under Public Law 346 shall receive tuition, fees, and books as provided for by these laws.

## TABLE OF TUITION AND FEES

## Tuition, per term

For all courses, except where a special fee is fixed, per semester credit hour .....	\$10.00
Registration Fee (per term, all students) .....	5.00
General Fee, per term:	
Candidate for degree .....	10.00
All other students .....	5.00
Matriculation Fee, payable once (Candidates for Degree) ....	5.00
Late Registration Fee .....	5.00
Late Examination Fee, per examination .....	2.00
Deferred Payment Fee .....	5.00

## Estimated Expenses

## Candidate for the Degree of Bachelor of Science

	EACH TERM	
	Average	Minimum
Tuition .....	\$120.00	\$120.00
General Fee .....	10.00	10.00
Matriculation Fee .....	5.00	
Registration Fee .....	5.00	5.00
Books and Supplies .....	20.00	15.00
	<hr/>	<hr/>
	\$160.00	\$150.00

*Regulations in Regard to Payments*

All tuition, fees and other financial obligations are to be paid within ten (10) days after the beginning of the current term, or an arrangement must be made with the Bursar of the College within the same period of time for the establishment of a deferred payment plan. The Bursar of the College issues and makes all adjustment on all student bills. Tuition and fee bills are mailed to the address indicated on the student's registration card.

No student who is delinquent in the payment of tuition or other fees or against whom the College holds record of indebtedness will be given a diploma of graduation, a certificate, or a transcript of record until such indebtedness has been paid. A student who owes tuition or other fees at the close of the term will not be permitted to take his term examinations or to receive credit for that term.



## CURRICULA

There are three generally accepted approaches to all professional curricula: (1) the horizontal approach, which provides for cultural courses to be offered first, followed by the professional courses; (2) the vertical approach, which provides for the student to take both professional and general courses in each term; (3) the diagonal approach, which places the emphasis on general courses in the first two years accompanied by some professional courses, and in the last two years on professional courses accompanied by some general courses.

The diagonal approach seems the most feasible in the development of professional business curricula. A majority of the students entering college are undecided as to their field of specialization. In most cases they do not have adequate background or knowledge to make a selection, and the number of possible avenues of specialization open to them in our present-day schools of business makes this choice difficult.

La Salle College has adopted the diagonal approach, as outlined in the general catalogue under the captions of "Lower and Upper Divisions of Study." With slight modifications because of limited hours, the Evening Division is following the principle of study of the Day Division. During the first year all students take the basic courses in various professional fields together with liberal arts courses. Upon entering the second year the students will be better able to select their fields of specialization. They will have better knowledge of the work, of their own aptitudes for the various professional fields and will have the benefit of the counsel of various members of the faculty. This plan permits the students ample opportunity to specialize during the remaining four years.

The successful professional business man has heavy supervisory responsibilities. Technical training alone will not prepare him to meet these problems. Cultural subjects properly integrated with the technical training together with the student's experience should prepare him to supervise the work of other people, to attain a full professional status, and to take his proper place in management. To achieve this objective, the Evening Division Curricula provides at least two liberal arts courses for the Upper Classman for each year.

## DEGREE AND CERTIFICATE REQUIREMENTS

### BACHELOR OF SCIENCE DEGREE

Upon the recommendation of the Faculty Committee of the Evening Division, the President of La Salle College will confer the degree of Bachelor of Science in the field of Business Administration upon those candidates who have satisfied the scholastic admission requirements of the Evening Division and who have successfully\* completed 120 semester credit hours of work in accordance with the outlined program of their major field of study.

Programs of study leading to the degree of Bachelor of Science are available in the following fields:

Accounting	Industrial Management
Economics	Industrial Relations
Finance	Insurance
General Business	Marketing
Production Management	

### CERTIFICATE OF PROFICIENCY

La Salle College will grant a Certificate of Proficiency to any student officially accepted and registered as a candidate for such who has successfully\* completed 64 semester credit hours of work in a specialized field of business.

The certificate program is intended for students who wish to spend at the College not more than three years in the evening and who desire a course of study that will assist them in their particular field of business.

Candidates for the certificate are required to complete three courses in English Composition.

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\* See page 12 under the heading of "Grades."

# PROGRAMS OF STUDY

## ACCOUNTING

### FIRST YEAR

Sem. Crs.

Acct. 1	Introduction to Principles of Accounting .....	4
B.L. 1	Law of Contracts .....	4
Econ. 1	Principles of Economics .....	4
Eng. 1	Introductory Course in Composition .....	4
Ind. 1	Principles of Business Organization .....	4
Lang. 1	Elementary Language .....	4

### SECOND YEAR

Acct. 2	Application of Principles of Accounting .....	4
Acct. 3	Elementary Cost Accounting .....	4
Eng. 2	Advanced Composition .....	4
Fin. 1	Money and Banking .....	4
Lang. 2	Intermediate Language .....	4
Phil. 1	Logic .....	4

### THIRD YEAR

Acct. 4	Intermediate Accounting .....	4
Acct. 5	Auditing .....	4
Eng. 3	Oral Composition .....	4
Hist. 1	History of Civilization—Part 1 .....	4
Soc. 1	Introductory Course in Sociology .....	4
	1 course from the following:	}
	Business Law, Finance, Industry or Insurance	

### FOURTH YEAR

Acct. 7	Advanced General Accounting .....	4
Acct. 11	Accounting Systems and Procedures .....	4
Eng. 5	Survey of English Literature .....	4
Govt. 1	The Science of Government .....	4
Hist. 2	History of Civilization—Part 2 .....	4
	1 course from the following:	}
	Accounting, Business Law, Finance, Industry or Insurance	
		4

### FIFTH YEAR

Acct. 8	Taxes .....	4	
Acct. 9	Advanced Accounting Problems .....	4	
Eng. 6	Survey of American Literature .....	4	
	2 courses from the following:	}	8
	Accounting, Business Law, Finance, Industry, Insurance or Marketing		
	1 course from the following:	}	4
	Economics, History, Philosophy, Government or Sociology		

All electives are subject to the prerequisite requirements.

Business Law 2, 3, and 4 are recommended as a preparation for the State Board Examination in Accounting.

## ECONOMICS

## FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting .....	4
B.L. 1	Law of Contracts .....	4
Econ. 1	Principles of Economics .....	4
Eng. 1	Introductory Course in Composition .....	4
Lang. 1	Elementary Language .....	4
Soc. 1	Introductory Sociology .....	4

## SECOND YEAR

Eng. 2	Advanced Composition .....	4
Econ. 2	Economic Problems .....	4
Fin. 1	Money and Banking .....	4
Hist. 1	History of Civilization—Part 1 .....	4
Lang. 2	Intermediate Language .....	4
Phil. 1	Logic .....	4

## THIRD YEAR

Eng. 3	Oral Composition .....	4
Econ. 3	American Economic History .....	4
Govt. 1	The Science of Government .....	4
Hist. 2	History of Civilization—Part 2 .....	4
	1 course from each of the following groups:	
	a. Accounting, Finance, or Industry	4
	b. Philosophy or Sociology	4

## FOURTH YEAR

Eng. 5	Survey of English Literature .....	4
Econ. 6	Problems of Labor .....	4
Hist. 3	History of England .....	4
Stat. 1	Business Statistics .....	4
	1 course from each of the following groups:	
	a. Accounting, Finance, Industry or Insurance	4
	b. Government, Philosophy or Sociology	4

## FIFTH YEAR

Eng. 6	Survey of American Literature .....	4
Econ. 4	History of Economic Thought .....	4
Econ. 5	Contemporary Economic Systems .....	4
Hist. 5	Constitutional History of the United States .....	4
	1 course from each of the following:	
	a. Finance, Industry or Insurance	4
	b. Government, Philosophy or Sociology	4

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All electives are subject to the prerequisite requirements.

## FINANCE

## FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting .....	4
B.L. 1	Law of Contracts .....	4
Econ. 1	Principles of Economics .....	4
Eng. 1	Introductory Course in Composition .....	4
Ind. 1	Principles of Business Organization .....	4
Lang. 1	Elementary Language .....	4

## SECOND YEAR

B.L. 2	Law of Negotiable Instruments .....	4
Eng. 2	Advanced Composition .....	4
Fin. 1	Money and Banking .....	4
Ins. 1	Principles of Insurance .....	4
Lang. 2	Intermediate Language .....	4
Phil. 1	Logic .....	4

## THIRD YEAR

B.L. 4	Law of Business Associations .....	4
Eng. 3	Oral Composition .....	4
Fin. 2	Corporation Finance .....	4
Hist. 1	History of Civilization—Part 1 .....	4
Stat. 1	Business Statistics .....	4
	1 course from the following: } .....	4
	Industry, Insurance or Marketing }	

## FOURTH YEAR

B.L. 3	Law of Personalty .....	4
Eng. 5	Survey of English Literature .....	4
Fin. 3	Investment Principles and Securities Analysis .....	4
Fin. 4	Stock Market and Commodity Exchange Markets .....	4
Hist. 2	History of Civilization—Part 2 .....	4
Soc. 1	Introductory Sociology .....	4

## FIFTH YEAR

Eng. 6	Survey of American Literature .....	4
Fin. 5	International Money Markets .....	4
Fin. 6	Budgetary Control .....	4
Govt. 1	The Science of Government .....	4
	1 course from each of the following groups: } .....	4
	a. Business Law, Industry, Insurance or Marketing }	4
	b. Economics, Government, Philosophy or Sociology }	4

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All electives are subject to the prerequisite requirements.

## GENERAL BUSINESS

## FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting .....	4
B.L. 1	Law of Contracts .....	4
Econ. 1	Principles of Economics .....	4
Eng. 1	Introductory Course in Composition .....	4
Ind. 1	Principles of Business Organization .....	4
Lang. 1	Elementary Language .....	4

## SECOND YEAR

Eng. 2	Advanced Composition .....	4
Fin. 1	Money and Banking .....	4
Hist. 1	History of Civilization—Part 1 .....	4
Ins. 1	Principles of Insurance .....	4
Lang. 2	Intermediate Language .....	4
Phil. 1	Logic .....	4

## THIRD YEAR

Eng. 3	Oral Composition .....	4
Govt. 1	The Science of Government .....	4
Hist. 2	History of Civilization—Part 2 .....	4
Ind. 2	Industrial Management .....	4
	2 courses from the following:	} 8
	Business Law, Finance, Industry or Insurance	

## FOURTH YEAR

Econ. 3	American Economic History .....	4
Eng. 5	Survey of English Literature .....	4
Mark. 1	Principles of Marketing .....	4
Soc. 1	Introductory Sociology .....	4
	2 courses from the following:	} 8
	Business Law, Finance, Industry or Insurance	

## FIFTH YEAR

Eng. 6	Survey of American Literature .....	4
Phil. 4	Industrial Psychology .....	4
Stat. 1	Business Statistics .....	4
	2 courses from the following:	} 8
	Business Law, Finance, Industry, Insurance or Marketing	
	1 course from the following:	} 4
	Economics, Government, Philosophy, or Sociology	

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All electives are subject to the prerequisite requirements.



## INDUSTRIAL RELATIONS

## FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting .....	4
B.L. 1	Law of Contracts .....	4
Econ. 1	Principles of Economics .....	4
Eng. 1	Introductory Course in Composition .....	4
Ind. 1	Principles of Business Organization .....	4
Lang. 1	Elementary Language .....	4

## SECOND YEAR

Econ. 6	Problems of Labor .....	4
Eng. 2	Advanced Composition .....	4
Fin. 1	Money and Banking .....	4
Ind. 2	Industrial Management .....	4
Lang. 2	Intermediate Language .....	4
Phil. 1	Logic .....	4

## THIRD YEAR

Eng. 3	Oral Composition .....	4
Hist. 1	History of Civilization—Part 1 .....	4
Ind. 3	Industrial Relations and Personnel Management .....	4
Ind. 4	Systematic Motion and Time Study .....	4
Soc. 1	Introductory Sociology .....	4
	1 course from the following: Finance, Insurance or Marketing }	4

## FOURTH YEAR

Eng. 5	Survey of English Literature .....	4
Hist. 2	History of Civilization—Part 2 .....	4
Ind. 6	Labor Legislation .....	4
Ind. 12	Compensation Methods and Job Evaluation .....	4
Govt. 1	The Science of Government .....	4
Stat. 1	Business Statistics .....	4

## FIFTH YEAR

Eng. 6	Survey of American Literature .....	4
Ind. 11	Methods and Procedures .....	4
Ind. 13	Collective Bargaining .....	4
Mark. 3	Personal Selling .....	4
Phil. 4	Industrial Psychology .....	4
	1 course from the following: Business Law, Finance, Insurance or Marketing }	4

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All electives are subject to the prerequisite requirements.

# INDUSTRIAL MANAGEMENT OR PRODUCTION MANAGEMENT

## FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting .....	4
B.L. 1	Law of Contracts .....	4
Econ. 1	Principles of Economics .....	4
Eng. 1	Introductory Course in Composition .....	4
Ind. 1	Principles of Business Organization .....	4
Lang. 1	Elementary Language .....	4

## SECOND YEAR

Acct. 2	Application of Principles of Accounting .....	4
Eng. 2	Advanced Composition .....	4
Fin. 1	Money and Banking .....	4
Ind. 2	Industrial Management .....	4
Lang. 2	Intermediate Language .....	4
Phil. 1	Logic .....	4

## THIRD YEAR

Acct. 3	Elementary Cost Accounting .....	4
Eng. 3	Oral Composition .....	4
Govt. 1	The Science of Government .....	4
Hist. 1	History of Civilization—Part 1 .....	4
Ind. 3	Industrial Relations and Personnel Management .....	4
Ind. 4	Systematic Motion and Time Study .....	4

## FOURTH YEAR

Eng. 5	Survey of English Literature .....	4
Hist. 2	History of Civilization—Part 2 .....	4
Ind. 7	Production Controls .....	4
Ind. 10	Procurement and Materials Control .....	4
Soc. 1	Introductory Sociology .....	4
	1 course from the following: Finance, Insurance or Marketing	4

## FIFTH YEAR

Eng. 6	Survey of American Literature .....	4
Ind. 8	Plant Facilities and Production Aids .....	4
Ind. 11	Methods and Procedures .....	4
Phil. 4	Industrial Psychology .....	4
Stat. 1	Business Statistics .....	4
	1 course from the following: Finance, Insurance or Marketing	4

All electives are subject to the prerequisite requirements.



## INSURANCE

## FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting .....	4
B.L. 1	Law of Contracts .....	4
Econ. 1	Principles of Economics .....	4
Eng. 1	Introductory Course in Composition .....	4
Ins. 1	Principles of Insurance .....	4
Lang. 1	Elementary Language .....	4

## SECOND YEAR

Acct. 2	Application of Principles of Accounting .....	4
B.L. 2	Law of Negotiable Instruments .....	4
Eng. 2	Advanced Composition .....	4
Ins. 2	Principles of Life Insurance .....	4
Lang. 2	Intermediate Language .....	4
Phil. 1	Logic .....	4

## THIRD YEAR

B.L. 3	Law of Personalty .....	4
Eng. 3	Oral Composition .....	4
Fin. 1	Money and Banking .....	4
Hist. 1	History of Civilization—Part 1 .....	4
Ins. 3	Fire and Marine Insurance .....	4
Soc. 1	Introductory Sociology .....	4

## FOURTH YEAR

Eng. 5	Survey of English Literature .....	4
Fin. 2	Corporation Finance .....	4
Govt. 1	The Science of Government .....	4
Hist. 2	History of Civilization—Part 2 .....	4
Ins. 4	Casualty Insurance .....	4
	1 course from the following: }	4
	Business Law, Industry or Marketing	

## FIFTH YEAR

Eng. 6	Survey of American Literature .....	4
Econ. 2	Economic Problems .....	4
Fin. 3	Investment Principles and Securities Analysis .....	4
Ins. 5	Social Insurance .....	4
Soc. 2	Social Problems and Agencies .....	4
	1 course from the following: }	4
	Economics, History, Philosophy or Government	

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All electives are subject to the prerequisite requirements.

## MARKETING

## FIRST YEAR

		Sem. Crs.
Acct. 1	Introduction to Principles of Accounting .....	4
B.L. 1	Law of Contracts .....	4
Econ. 1	Principles of Economics .....	4
Eng. 1	Introductory Course in Composition .....	4
Ind. 1	Principles of Business Organization .....	4
Lang. 1	Elementary Language .....	4

## SECOND YEAR

Eng. 2	Advanced Composition .....	4
B.L. 3	Law of Personality .....	4
Fin. 1	Money and Banking .....	4
Lang. 2	Intermediate Language .....	4
Mark. 1	Principles of Marketing .....	4
Phil. 1	Logic .....	4

## THIRD YEAR

Eng. 3	Oral Composition .....	4
Hist. 1	History of Civilization—Part 1 .....	4
Mark. 2	Retail Merchandising .....	4
Mark. 3	Personal Selling .....	4
Soc. 1	Introductory Sociology .....	4
	1 course from the following:	
	Business Law, Finance or Insurance	4

## FOURTH YEAR

Eng. 5	Survey of English Literature .....	4
Econ. 2	Economic Problems .....	4
Hist. 2	History of Civilization—Part 2 .....	4
Ind. 10	Procurement and Materials Control .....	4
Mark. 4	Sales Administration .....	4
Stat. 1	Business Statistics .....	4

## FIFTH YEAR

Eng. 6	Survey of American Literature .....	4
Econ. 3	American Economic History .....	4
Govt. 1	The Science of Government .....	4
Mark. 5	Advertising .....	4
Mark. 6	Direct Advertising .....	4
	1 course from the following:	
	Government, Philosophy or Sociology	4

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All electives are subject to the prerequisite requirements.

## DESCRIPTION OF COURSES

The courses listed below will be given in accordance with the outlined program of study and/or when there is a minimum enrollment of 12 students.

Hours are abbreviated by "hrs." and semester credits by "sem. crs."

### ACCOUNTING

#### **Accounting 1. Introduction to Principles of Accounting.**

*One Term. 4 hrs., 4 sem. crs.*

The introductory courses in accounting are designed not only to introduce the elements of the field to the future public or industrial accountant, but also to acquaint the future business managers, engineers, investors, etc., with the mechanics of accounting and to give them an insight into the principles and practices of business. In this course mechanics of debit and credit, the methods of keeping accounting records, and preparing reports will be discussed in detail.

#### **Accounting 2. Application of Principles of Accounting.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 1.*

The object of this course is to expand the principles of accounting and to apply these principles to the three organizational methods of operating a business; individual proprietorship, partnership, and corporation. This course is designed for students preparing for business management as well as for those considering a professional career in accountancy. The principles introduced in the first course are given advanced treatment. Manufacturing accounts and controls, the valuation of assets, the creation of reserves and the analysis of statements are introduced.

#### **Accounting 3. Elementary Cost Accounting.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 2.*

Elementary Cost Accounting is designed to acquaint the student with the principal elements of production cost. The elements of production cost include materials, labor, and overhead. In accounting for these elements certain recognized cost systems have come into general use. These include the job cost or production order system, the process cost system, and the standard cost system. The elements of production cost are the same, irrespective of which system may be used in accounting for costs. Since the fundamental principles of accounting are applied in accounting for cost, a knowledge of such principles is a prerequisite to the study of Cost Accounting.

**Accounting 4. Intermediate Accounting.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 2.*

Intermediate Accounting takes up the accounting cycle where the elementary courses leave off, covering fully the principles of balance sheet valuation and profit determination with greater emphasis on matters of theory throughout the entire course. The effects of recent legislation are taken into consideration in the discussions of capital stock accounts, treasury stock, capital stock, stated capital, and earned surplus and capital stock. The latest accounting procedures applicable to appraisals, depreciation, and appreciation, accounting for intangibles, stock dividends, and combined statements of income and earned surplus are discussed.

**Accounting 5. Auditing.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 4.*

Auditing is designed to give the student practical training in modern audit practices, emphasizing the principles and objectives sought in an audit. Emphasis is also placed upon the audit basis, the best audit standards, objective basis of reporting, the adoption of improved accounting standards, acquiring an intimate knowledge of business controls, professional ethics and legal liability.

**Accounting 6. Advanced Cost Accounting.**

*One Term. 4 hrs., 4 sem. crs. Prerequisites, Accounting 3 and 4.*

Advanced Cost Accounting is especially designed for students intending to enter the field of industrial accounting. The course covers the economic, industrial engineering, and managerial aspects of cost accounting with emphasis on the budget as a basis for cost control, analysis of variances, specialized cost treatments, graphic charts, capacity costs and uniform methods.

**Accounting 7. Advanced General Accounting.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 4.*

Advanced General Accounting is outlined as a logical conclusion to the study of the principles of accounting with emphasis on such important specialized phases of accounting as partnership, insurance, subsidiaries, estates and trusts, foreign exchange, budgets, public utilities, stock brokerage and many others. Other features of the course are consolidated balance sheets, consolidated profit and loss, mergers, receiver's accounts, realization and liquidation, and financing.

**Accounting 8. Income Taxes.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 2.*

The primary purpose of Income Taxes is to give the student a true picture of the entire federal tax structure and to provide training in the

application of the basic principles of tax problems. The course covers the following subjects: Individual returns, inclusions, exclusions and capital gain or loss applicable thereto; pay-as-you-go; withholdings; partnerships; corporations; social security tax, federal estate tax and federal gift tax.

#### **Accounting 9. Advanced Accounting Problems.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 7.*

Advanced Accounting Problems is designed to serve both as a rigid test of accounting ability and a presentation of facts and procedures encountered by public accountants in actual practice. The problems covered include division of federal and state taxes, reorganization adjustments, statement of investment bankers, bank reorganization, consolidated financial statements, markup, reconstruction of books, recapitalization, income tax problems, and many others.

#### **Accounting 10. Internal Auditing.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 2, Accounting 4.*

The purpose of this course is to give students who have had the required basic courses or training in the field of accounting and industry and who desire to enter the field of internal auditing an understanding of the internal auditing theory and practice and managerial control through internal auditing.

#### **Accounting 11. Accounting Systems and Procedures.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Accounting 7.*

A practical course covering the installation of accounting systems in business organizations; explaining in detail how account classifications, internal control, etc., are secured. The course includes a discussion of the methods used in the installation of standard accounting systems in industry and then deals with the accounting problems arising in specific types of businesses and government.

### **BUSINESS LAW**

#### **Business Law 1. Law of Contracts.**

*One Term. 4 hrs., 4 sem. crs.*

Law of Contracts is designed to introduce the student to the more common rules and principles governing business transactions, the rights and duties of individuals and the legal relationship of principal and agent.

#### **Business Law 2. Law of Negotiable Instruments.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Business Law 1.*

The first half of the course deals with the application of the principles of common law and those of the Uniform Negotiable Instrument Act to the



various papers used in business transactions. The second half covers the laws of principal and surety, and insurer and insured as related to the use of business papers.

**Business Law 3. Law of Personality.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Business Law 1.*

Law of Personality deals with the common and statute laws relative to the purchase, sale, transfer and bailment of personal property. The subjects covered are the legal relationship of bailor and bailee; carriers and shippers or passengers; vendor and vendee.

**Business Law 4. Law of Business Associations.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Business Law 1.*

Law of Business Associations covers the common and statute laws relative to the creation, operation and termination of partnerships, joint stock companies, business trusts, and corporations. Throughout the course, emphasis is placed upon the Uniform Partnership Act and the Incorporation Act of the State of Pennsylvania.

**Business Law 5. Law of Bankruptcy.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Business Law 4.*

Law of Bankruptcy deals with the position of a person or of a business association who has been made subject to a bankrupt or bankruptcy statute. Emphasis is placed on the Federal Bankruptcy Act. Other subjects covered in this course are torts and business crimes.

**Business Law 6. Law of Real Estate.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Business Law 2.*

Although this course is designed principally for those engaged in real estate, it is also of value to all students wishing a well rounded knowledge of real estate transactions. The course covers the many statute and court processes which the real estate salesman and broker encounter in their daily work, as well as the legal steps necessary in securing a mortgage, in closing a sale, in terminating a lease, recording deeds and proving title.

## ECONOMICS

**Economics 1. Principles of Economics.**

*One Term. 4 hrs., 4 sem. crs.*

The Principles of Economics is an introductory course intended to acquaint the student with fundamental economic principles and processes as they appear in such phenomena as production, exchange, value, distribution, consumption and public finance.

**Economics 2. Economic Problems.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Economics 1.*

Current economic problems of national life are analyzed and discussed in this course. Typical problems are those of business organizations, money and banking, trusts, railroads, international trade and tariff taxation, labor problems, government ownership, and economic planning.

**Economics 3. American Economic History.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Economics 1.*

The purpose of this course is to acquaint the student with the economic development of the United States from the colonial age to the present time. In general, the subjects covered are the agricultural conquest of the West, the agricultural revolution, decline of foreign commerce, formation of a laboring class, natural resources, competition and monopoly, and the machine age.

**Economics 4. History of Economic Thought.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Economics 1.*

A detailed study of the development of the leading economic concepts is made. The contributions of the early philosophers, the Middle Ages, the Mercantilists, the Classicists and the Neo-Classicists are considered.

**Economics 5. Contemporary Economic Systems.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Economics 1.*

This course is a continuation of Economics 4. The German Historical Schools, Marginal Utility School, American Economic Thought, and the Economics of J. M. Keynes are treated. These are followed by a survey of Socialism, both Utopian and Scientific, and an examination of the rise and development of the Communist and Fascist Movements. The socio-economic program of the Papal Encyclicals is also considered.

**Economics 6. Problems of Labor.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Economics 1.*

The course considers the structure, functions and philosophy of labor unions, including insecurity, inadequate income, sub-standard workers and industrial conflict. Existing and proposed legislation and remedies are examined in detail. Emphasis is placed on the problem of unemployment. Reports, readings and class discussion.

## ENGLISH

**English 1. Introductory Course in Composition.**

*One Term. 4 hrs., 4 sem. crs.*

A brief historical consideration of the language followed by a thorough study of grammar is the basis of a course designed to impress upon the student

the importance of language as a medium for the expression of ideas and the necessity of logical thought in the achievement of clarity and conciseness of expression. Special emphasis is placed on the development of vocabulary, on the improvement of reading habits, and particularly on self criticism as a means to aid the student in avoiding the common errors of composition.

### **English 2. Advanced Composition.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, English 1.*

Advanced Composition is an intensified study of the various types of writing with original exercises in each type. The written composition emphasizes the Definition of an Abstract Term, the Exposition of a Process, the Précis, Description, the Character Sketch, Criticism, Informal Argument, and the Research Paper. In addition, selected readings are assigned for class discussion.

### **English 3. Oral Composition.**

*One Term. 4 hrs., 4 sem. crs.*

Oral composition is a course in which the elements of speech are stressed. Special attention will be given to the composition and delivery of speeches.

### **English 4. Advanced Oral Composition.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, English 3.*

The course in advanced oral composition is a continuation of the introductory course with emphasis on various types of speeches.

### **English 5. Survey of English Literature.**

*One Term. 4 hrs., 4 sem. crs. Prerequisites, English 1 and 2.*

An intensive study of the lives and works of the influential authors in the main stream of English Literature is the purpose of this survey course. In each period—Old English, Middle Ages, Renaissance, Restoration and Eighteenth Century, Romantic, and Victorian—particular consideration is given to social background, to the development of distinct literary types and movements, and to the philosophical spirit of the age.

### **English 6. Survey of American Literature.**

*One Term. 4 hrs., 4 sem. crs. Prerequisites, English 1 and 2.*

The Survey of American Literature is a study of the principal authors and of the main trends of American thought in literature from Colonial times to the present day. Special consideration is given to historical and philosophical background, to the Continental influence on American thought, to the development of national themes, and to the rise of naturalism, romanticism, transcendentalism, and realism.



**FINANCE****Finance 1. Money and Banking.**

*One Term. 4 hrs., 4 sem. crs.*

Money and Banking is a survey course of the financial organization of society with stress on the qualities of sound money, the gold standard and other monetary standards. It includes the evolution of banking in the United States up to and including its culmination in the Federal Reserve System. Consideration is given to the principal types of modern financial institutions and their role in the field of business.

**Finance 2. Corporation Finance.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Finance 1.*

Corporation Finance is a study of the fundamental principles of business finance. The topics included in this course are promotion, forms of business organization, stocks, bonds, notes and underwriting methods, capitalization, surplus and dividend policies, business failures and reorganizations.

**Finance 3. Investment Principles and Securities Analysis.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Finance 1.*

The purpose of the course Investment Principles and Securities Analysis is to enable investors to distinguish between the various types of investment securities; to teach the recognized tests of sound investments as regards safety, earning power and marketability; and how to act prudently with respect to diversification and vigilance in the investment of funds.

**Finance 4. Stock Market and Commodity Exchange Markets.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Finance 1.*

The contents of the course Stock Market and Commodity Exchange Markets includes the following topics: the benefits rendered by exchanges to the business community; the factors affecting security and commodity prices; mechanics of security exchanges and clearing house systems; types of dealers and brokers; and the methods of buying, selling and handling securities.

**Finance 5. International Money Markets.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Finance 1.*

International Money Markets is a study of the mechanisms of international banking, money markets, and foreign exchange. Topics discussed include stabilization of currencies, foreign banking systems and central banks, principal money markets and their operation.

**Finance 6. Budgetary Control.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Finance 1.*

The course in Budgetary Control provides a study of the principles of business planning for financial control of future operation through use of a budget system. Descriptions of budget systems actually used in business

organizations are presented. These illustrations are intended to demonstrate that the coordination of business functions through detailed planning of production and sales and the establishment of effective financial controls are essential to successful management of business enterprises.

## FOREIGN LANGUAGE

### FRENCH

#### French 1. Elementary French.

*One Term. 4 hrs., 4 sem. crs.*

The elementary course is designed to impart the basic rules governing French grammar and phonetics and to prepare the student for later mastery in reading, writing, and speaking of the French language.

#### French 2. Intermediate French.

*One Term. 4 hrs., 4 sem. crs. Prerequisite, French 1.*

The intermediate course in French is a review course of the fundamentals of grammar with readings and exercises in written composition. The Phonetics Studio will be available for the oral work of this course, which will include voice recordings.

#### French 3. Survey of French Literature.

*One Term. 4 hrs., 4 sem. crs. Prerequisite, French 2.*

The survey course requires readings from the works of representative authors from the following literary periods: The Middle Ages, the Renaissance, the Classical Age, the Eighteenth Century, the Romantic Era, the Realistic Period, Symbolism and Contemporary Literature. Additional work in spoken French will be included in this course.

### GERMAN

#### German 1. Elementary German.

*One Term. 4 hrs., 4 sem. crs.*

The elementary course is designed to impart the basic rules governing German grammar and phonetics and to prepare the student for later mastery in the reading, writing, and speaking of the language.

#### German 2. Intermediate German.

*One Term. 4 hrs., 4 sem. crs. Prerequisite, German 1.*

This course is a review of the fundamentals of grammar with emphasis on oral reading and exercises in composition.

#### German 3. Advanced Prose and Dramatic Readings.

*One Term. 4 hrs., 4 sem. crs. Prerequisite, German 2.*

In this course the student is expected to read selected texts of Lessing, Goethe, and Schiller.

## SPANISH

## Spanish 1. Elementary Spanish.

*One Term. 4 hrs., 4 sem. crs.*

The elementary course is designed to impart the basic rules governing Spanish grammar and phonetics and to prepare the student for later mastery in the reading, writing, and speaking of the Spanish language.

## Spanish 2. Intermediate Spanish.

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Spanish 1.*

The intermediate course in Spanish provides a review of the fundamentals of grammar with advanced readings and exercises in composition.

## Spanish 3. Survey of Spanish Literature.

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Spanish 2.*

In this course the student is introduced to the study of Spanish literature from the Middle Ages through the Golden Age to the present time.

## HISTORY

## History 1. History of Civilization—Part I.

*One Term. 4 hrs., 4 sem. crs.*

A survey of the cultural achievements of mankind since prehistoric times. The first part of this course begins with the historical basis of civilization and extends to the time of the Religious Revolt.

## History 2. History of Civilization—Part II.

*One Term. 4 hrs., 4 sem. crs.*

The second part of the History of Civilization is a continuation of the survey from the period following the religious revolt in Europe to recent times.

## History 3. History of England.

*One Term. 4 hrs., 4 sem. crs.*

This course surveys the history of England with emphasis on the evolution of its constitutional form of government.

## History 4. History of the United States.

*One Term. 4 hrs., 4 sem. crs.*

The History of the United States highlights the important events of our national history from colonial times to the present day.

## History 5. Constitutional History of the United States.

*One Term. 4 hrs., 4 sem. crs.*

The objective of this course is to trace the origin, the development and the applications of the Constitution of the United States.

## INDUSTRY

**Industry 1. Principles of Business Organization.**

*One Term. 4 hrs., 4 sem. crs.*

The course in principles is designed to introduce the student to the organization of a business with proper emphasis on its relationship to economics. Care is taken to present a balanced treatment of theory and practice which is designed to implant a solid foundation and appreciation of the activities of the business world.

**Industry 2. Industrial Management.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 1.*

The course in Industrial Management stresses those principles which are important for the successful fulfillment of key positions under modern departmental operation. Some of the subjects covered are physical facilities, standardization and work simplification, design and inspection, materials control, production aids, and cost factors.

**Industry 3. Industrial Relations and Personnel Management.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 2.*

The objective of this course is to inculcate new methods, ideas and practices applicable to personnel management. The course is designed to train students to analyze existing programs, to adapt procedures and to develop original methods which will insure a smooth-running, highly efficient personnel administration.

**Industry 4. Systematic Motion and Time Study.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 2.*

A study of the modern procedures for analyzing all types of productive activities involving human labor forms the objective of this course. The topics covered are starting and analysis, operation charts, man and machine charts, micro-motion study, stop-watch time study, time study standards and product analysis.

**Industry 6. Labor Legislation.**

*One Term. 4 hrs., 4 sem. crs. Prerequisites, Business Law 1 and Industry 3.*

Federal and State Labor Laws will be of particular interest to students of business management, and especially to those interested in industrial relations, or to those engaged in labor activities. The course provides an analysis of all the important Federal and State Labor Statutes and Regulations; it deals with Workmen's Compensation, Social Security, arbitration and collective bargaining.

**Industry 7. Production Control.**

*One Term. 4 hrs., 4 sem. crs. Prerequisites, Industry 2 and 4.*

The course in Production Control deals with the problems which arise in connection with establishing and administering operating controls. The course includes a study of nomenclature, storeskeeping controls, development and engineering, planning procedures, and job controls.

**Industry 8. Plant Facilities and Production Aids.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 2.*

This course is designed to acquaint the student with the fundamental principles of basic machine tools, other machines, and processes which make possible mass production. Discussion of industrial buildings and services; plant layout as a major factor in maximum utilization of plant and equipment; of those important work-locating, work-holding, and tool-guiding devices essential to the manufacture of interchangeable parts and mass and quantity production; plus instruction and practice in blueprint reading are covered in this course.

**Industry 9. Industrial Mathematics.**

*One Term. 4 hrs., 4 sem. crs. Senior Standing.*

This course is given from the viewpoint that mathematics, which is essential in the study of technical subjects, should be a means to an end rather than an end in itself. Since the theory of mathematics is closely associated with its use, application to the solution of practical problems will be given prominence.

**Industry 10. Procurement and Materials Control.**

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Industry 2.*

The purpose of this course is to acquaint the student with the principles of scientific ordering and purchasing of materials. The subjects discussed are organization of purchasing department, ordering procedure, the purchase order, sources of supply, non-productive materials, productive materials, stores and inventories.

**Industry 11. Methods and Procedures.**

*One Term. 4 hrs., 4 sem. crs. Prerequisites, Industry 2 and Senior Standing.*

The course in Methods and Procedures is a study of the mechanics of originating, developing and coordinating company policy and procedures. Topics discussed include external influences in creating policy, integration of policy created at various levels, principles of organization, coordination and executive control, procedure classification and identification.

**Industry 12. Compensation Methods and Job Evaluation.**

*One Term. 4 hrs., 4 sem. crs. Prerequisites, Industry 2 and 3.*

This course is designed to acquaint the student with the principles of job evaluation, compensation methods, and the technique and installation of incentive plans.



**Industry 13. Collective Bargaining.**

*One Term. 4 hrs., 4 sem. crs. Prerequisites, Industry 3 and 9.*

The history, philosophy, procedures, and techniques of collective bargaining in modern industry. Significant labor-management contracts are analyzed and each student is required to prepare a term paper on the subject.

**INSURANCE****Insurance 1. The Principles of Insurance.**

*One Term. 4 hrs., 4 sem. crs.*

This course provides a study of the underlying principles upon which all forms of insurance are based. Beginning with the theory of probabilities, the principles are developed as they apply to the different branches of the business. The five great divisions of insurance—life, fire, marine, casualty, and social—are presented.

**Insurance 2. The Principles of Life Insurance.**

*One Term. 4 hrs., 4 sem. crs.*

In this course thorough consideration is given to all phases of the complex subject of life insurance. It begins with the historical development of life insurance and its place in our social economic system. This is followed by discussions on insurance carriers and an analysis of company organization. Detailed consideration is given to the basis of risk measurement and to the basic features of the life insurance contract. All major forms of life insurance are treated fully to give the student a well-rounded picture of the entire field.

**Insurance 3. Fire and Marine Insurance.**

*One Term. 4 hrs., 4 sem. crs.*

This course considers in detail the fire policy contract, description of the property, endorsements and forms, schedule rating, and the various marine insurance contracts and endorsements.

**Insurance 4. Casualty Insurance.**

*One Term. 4 hrs., 4 sem. crs.*

The contents of the course in casualty insurance includes the following: automobile, burglary, public-liability, compensation, accident and health, steamboiler, machinery, and plate-glass insurance, and fidelity and surety-bonds insurance. Attention is paid to policy contract, rate making, experience rating, special agreements and endorsements, assignment of policies, and etc.

**Insurance 5. Social Insurance.**

*One Term. 4 hrs., 4 sem. crs.*

The object of this course is to acquaint the student with the various forms of insurance related to his earning capacity during life. The subjects

discussed are accident and health insurance, group insurance, workmen's compensation, social security, unemployment insurance, business pension and retirement plans. Emphasis in each case is placed on the benefits, administrative features, and costs of such programs.

## MARKETING

### Marketing 1. Principles of Marketing.

*Two Terms. 4 hrs., 8 sem. crs.*

A consideration of the channels, functions, and policies of the retailer, wholesaler, and manufacturer; types of middlemen and their functions; and produce exchanges and other markets. Attention is also given to the consumer's point of view through emphasis on information labeling, quality standards, and tests of commodities.

### Marketing 2. Retail Merchandising.

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Marketing 1.*

This course is designed to enable students of marketing to understand the structure of retailing and the variety of problems associated with the operation of stores of various types; the practical methods employed in leading retail organizations and the evaluation of opportunities in the field.

### Marketing 3. Salesmanship.

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Marketing 1.*

This course is designed to acquaint the student with the technique of personal selling and with what he should know to succeed as a salesman—marketing and distribution, analysis of the proposition, the salesman's qualifications, and the basic psychological principles of selling.

### Marketing 4. Sales Administration.

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Marketing 1.*

The course deals with the main problems faced by sales executives in the operation and control of salesmen and the establishment of sales policies for manufacturing, wholesale, and retail organizations, including such matters as the structure of the distribution department, field sales organization, selection and training of salesmen, assignment of their tasks, and supervision of their activities.

### Marketing 5. Advertising.

*One Term. 4 hrs., 4 sem. crs. Prerequisite, Marketing 2.*

The course provides a scholarly and up-to-date treatment of the economic and social aspects of advertising, including the scope of advertising and the important methods and techniques of research which form the basis of any advertisement or advertising campaign; a practical treatment of copy, layout, reproduction, and media; the effectiveness of advertising, advertising departments, and the advertising agency.

## PHILOSOPHY

### Philosophy 1. Logic.

*One Term. 4 hrs., 4 sem. crs.*

The requirements of correct thinking as applicable in all forms of speaking and writing are studied in a systematic manner. The methods of composing and recognizing logical thought are emphasized, as well as training in the detection of fallacies and errors in thought.

### Philosophy 2. Psychology.

*One Term. 4 hrs., 4 sem. crs.*

From an analysis of the fundamental psychic elements of sensation, perception, soul, etc., the student develops a definite attitude toward the mental equipment of man. Once this is attained, the psychological questions of instincts, emotions, mental states, motivations, etc. are discussed thoroughly, always with the view of their application in our social environment. By this study the student will better realize his influence on men.

### Philosophy 3. Ethics.

*One Term. 4 hrs., 4 sem. crs.*

By the use of logical thought the morality of applied rights and duties are herein analyzed. Through the development of the nature of law, both civil and natural, the practical areas of ownership, titles, contracts, wages, strikes, etc. are critically investigated. The purpose of the course is to give an integrated picture of the moral system in which industrial, family and national societies participate.

### Philosophy 4. Industrial Psychology.

*One Term. 4 hrs., 4 sem. crs.*

A study of the psychological principles and techniques involved in selecting, training, and supervising employees and in advertising and salesmanship. The importance of individual differences and personality traits is considered in relation to success in the business and industrial world.

## GOVERNMENT

### Government 1. The Science of Government.

*One Term. 4 hrs., 4 sem. crs.*

The elements of political science, theories of government, papal encyclicals of the state, sovereignty in the past and at the present, nature of constitutions, intergovernmental relations, and relations with other social institutions form the plan of this course.

### Government 2. American State and Local Government.

*One Term. 4 hrs., 4 sem. crs.*

This course provides a study of state governments in the United States with special reference to the Commonwealth of Pennsylvania.

**Government 3. Municipal Administration.**

*One Term. 4 hrs., 4 sem. crs.*

The principal functions of municipalities in the United States form the content of this course. These functions are administrative machinery, personnel, methods, public works, city planning, disposal of waste and sewage, health, police protection, fire protection, sources of revenue, expenditures and economy.

**Government 4. American Political Parties.**

*One Term. 4 hrs., 4 sem. crs.*

The origin and development of functioning political parties in the United States are presented for study together with modern tendencies in party alignments.

**Government 5. International Relations and World Policies.**

*One Term. 4 hrs., 4 sem. crs.*

The broad scope of this course includes the following: the policies and activities of empires in the ancient world and in the Holy Roman Empire, the modern struggle for empire, factors behind the international scene, the partition of Africa, spheres of influence, the foreign relations of the United States, practical possibilities of the efforts toward world peace, and recent international agreements.

## SOCIOLOGY

**Sociology 1. Introductory Sociology.**

*One Term. 4 hrs., 4 sem. crs.*

Introductory Sociology is a study of the fundamental concepts in several approaches to an understanding of human relationships.

**Sociology 2. Social Problems and Agencies.**

*One Term. 4 hrs., 4 sem. crs.*

The problems of current maladjustments in urban and rural human relationships form the objectives of this course together with a study of the agencies which are designed to assist groups and the individuals concerned.

**Sociology 3. Social Institutions.**

*One Term. 4 hrs., 4 sem. crs.*

Social Institutions is a study of those continuing organizations which exercise control over groups. These are the family, the state, the church, private property, occupations, education, and recreation.

## STATISTICS

## Statistics 1. Business Statistics.

*One Term. 4 hrs., 4 sem. crs.*

This course deals with important sources of business and economic data and with those methods of graphic presentation and statistical analysis that are more frequently used in business. The following topics are treated: collection of data, common types of error in use of numbers, tabular and graphic presentation of data, computation and application of ratios, averages and measures of variation, elementary analysis of time series, index numbers, and introduction to sampling theory.

## INFORMATION

For additional information, write to:

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LA SALLE COLLEGE

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